**Monarch Library System**

**Network and SharePoint Administrator Job Description**

**June 26, 2018**

As the Network and SharePoint administrator at Monarch Library System, you will be responsible for providing initial design, implementation, optimization, administration and technical documentation of all enterprise infrastructure systems.

The Network Administrator identifies errors that are often difficult to detect and performs root cause analysis in finding resolution to problems that typically lack precedent. You will provide oversight for the development and implementation of procedures that ensure systems support the Monarch Library System requirements, meet compliance/security requirements and meet the needs of member libraries and the patrons they serve. You will be responsible for the research, recommendation, development, and integration of new technologies to meet the goals and strategic initiatives of the organization. Additionally, you will provide recommendations for IT budgetary consideration and assists with written justification.

The Microsoft SharePoint Administrator portion of the position will focus on needs analysis, design, build and go-live in addition to support for a Microsoft SharePoint environment. The preferred candidate should be considered an expert in Microsoft SharePoint, with a strong working knowledge of the product.

ESSENTIAL DUTIES AND RESPONSIBILITIES

* Design, implementation, administration and optimization of various enterprise technologies including, but not limited to SharePoint, routing, switching, VPN, and wireless.
* Validate and install system patches and updates.
* Configure system alerts and perform routine health checks.
* Perform trend analysis and predict upgrades required to keep systems performing optimally.
* Design, implementation and administration of data replication, recovery technologies and system backups.
* Development and implementation of data loss prevention, patch management and various other security elements.
* Development and maintenance of strategies for managing and ensuring all enterprise systems are within vendor defined licensing and support compliance parameters.
* Serve as a liaison between the library system and outside vendors to effectively engineer and implement infrastructure modifications that further support the strategic initiatives of the library system and resolve issues.
* Analyze the needs of departments and recommend priorities for the deployment of new enterprise systems and solutions.
* Define system requirements and technical baselines based on organizational needs, costs, and required integration with existing applications, systems or platforms.
* Develop, test and implement prototypes where a required solution is either nonexistent or unobtainable.
* Shares knowledge and mentors/assists team members and other peers who are less experienced or knowledgeable in a specific technology.
* Schedules and performs tasks outside of business hours to avoid service interruptions
* Participates in on-call rotation
* Travels as needed

Requirements and Qualifications a candidate will have or possess:

* 5 years of experience with VMWare, LAN/WAN, SAN's and Windows Server infrastructure
* Demonstrated experience with out-of-the-box SharePoint Online development and support, including but not limited to: site creation, forms and workflow creation, InfoPath configuration, maintenance and troubleshooting using SharePoint Designer, end-user access and problem resolution, user training and support.
* Drive and ability to provide outside-the-box solutions
* Strong working knowledge of the following programs/applications:
  + - VMware
    - Windows Server 2008, 2012
    - Cisco IOS
* Superior analytic and problem-solving skills
* Excellent written and verbal communication skills
* Ability to effectively communicate with managers and peers
* Strong interpersonal skills
* Strong time management, organizational and prioritization skills
* Strong documentation skill
* Must be able to work independently and be a self-starter